



UCD REGISTRY

Clárann UCD

**Subject: Spring Trimester Exam Question Papers Submission Deadline**

**Date: Tuesday, 15 February 2022**

This email has been circulated to: *Heads of School, School Managers, School Administrators (students)*

*CC: UCD Registry, School Heads of Teaching & Learning*

Dear Colleague,

I am pleased to inform you that the Exams Manager portal for uploading exam question papers is now open for Spring End of Trimester exams. Exams Manager is UCD's approved system for creating, approving and publishing exam papers. All in-person exam question papers which require printing and delivery to an exam centre must be submitted to the Exams Manager portal by **Wednesday, 6 April 2022**. All exam question papers review and approval procedures should take place before this deadline.

Heads of Schools, School Managers and Module Coordinators associated with the module in the Curriculum Management System (CMS) automatically have access to the portal. Further access can be granted internally within Schools. Similar to the Autumn Trimester, Assessment will only communicate directly with Head of Schools, School Managers and School Administrators with regard to implementation and will be guided by you on your preferred approach should you wish to involve the Module Coordinator in the uploading of exam question papers.

We would like to offer you every support in your School's adoption of the Exams Manager system such that the multiple benefits it has to offer can be utilised.

Some of the key benefits to be garnered are;

\* the more secure viewing of exam papers by Subject Extern Examiners and/or Peer Reviewers, meeting GDPR requirements

\* the ability for Module Coordinators to create and upload their exam paper using a standardised UCD template

\* that exam arrangement details such as exam script delivery addresses required post exam are now captured within the system.

Ongoing support is available on the [Assessment website](#) through an updated guidebook, FAQ's, jargon buster, and recorded videos that outline step-by-step how to use the Exams Manager portal including a new video for your Subject Extern Examiners and/or Peer Reviewers.

Should you have any questions or would like to organise a demonstration for your School or a one-on-one support clinic via Zoom please contact [examlogistics@ucd.ie](mailto:examlogistics@ucd.ie)

Sincerely,

Karen McHugh

Director of Assessment, UCD Registry

Sign off-examlogistics@ucd.ie